

**M e m o r a n d u m**

Date: May 7, 2010

To: Telecommunications Section

Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015096.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of CHP-owned telecommunications equipment located at various California Office of the State Chief Information Office (OCIO) radio repair facilities (formerly Department of General Services) were conducted from January 12, 2009 through February 18, 2009. However, the last date when a physical inventory was conducted at the OCIO Van Nuys radio repair facility could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property located at the OCIO Van Nuys radio repair facility was completed by the Property Inspector (PI) on April 14, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI selected all items listed under telecommunications (see Attachment C). No property was found under the general inventory control (Attachment B). Additionally, the PI randomly chose CHP-owned telecommunications equipment found at the OCIO Van Nuys radio repair facility and compared them to the appropriate inventory records.

According to the OPI inventory list, the OCIO Van Nuys radio repair facility had a total property inventory population of four items. When comparing equipment recorded on the predetermined property inspection list to equipment located at the Van Nuys radio repair facility, two of the items (Public Address Amplifiers - R22113 and R22141) were located at the repair facility. The third item, Base Station - rack type (R38857), was found at a different location than the location listed on the property inspection list and is in use at the Oat Mountain remote site. The fourth

*Safety, Service, and Security*

Telecommunications Section

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item, Radio Base Station UHF - rack type (R82086), was not available for inspection during the visit and a photograph was provided to the PI by email on April 26, 2010.

When comparing randomly selected equipment located at the OCIO Van Nuys radio repair facility to the OPI inventory list, none of the items reconciled. According to Senior Technician Sandy Samuels, the extra equipment found at the Van Nuys radio repair facility is either pending installation, being repaired, or is in the process of being packaged for shipment back to the OCIO warehouse in Sacramento. Mr. Samuels was unable to produce a DGS Client Equipment Exchange form (TD 944) to verify the reason for the presence of additional CHP-owned equipment at his location or the installation of the Base Station – rack type (R38857) at the Oat Mountain remote site. The property inspection results of equipment located at the OCIO Van Nuys radio repair facility not listed on the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI and OCIO to rectify the variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Information Management Division by August 5, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO, CIG, CLEA  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff  
Information Management Division  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
TELECOMMUNICATIONS SECTION (047)  
OCIO VAN NUYS RADIO REPAIR FACILITY (0943)  
APRIL 14, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Base Station - rack type	R38857				X		Assigned to DGS0943, found the equipment installed at the Oat Mountain remote site. No TD 944 was available at the time of inspection.
RADIO BASE STATION, UHF - rack type	R82086			X			Replacement decal required.
RESONATOR CAVITY DB4041-H2	R21987		X		X		Item assigned to 514.RS.5148.0, found at DGS0943. No TD 944 was available at the time of inspection.
CAVITY RESONATOR MOD 4041 H2	R22044		X		X		Item assigned to 514.RS.5178.0, found at DGS0943. No TD 944 was available at the time of inspection.
CAVITY RESONATOR	R73052		X		X		Item assigned to 514.RS.5148.0, found at DGS0943. No TD 944 was available at the time of inspection.
CAVITY RESONATOR	R77596		X		X		Item assigned to 765.RS.7651.0, found at DGS0943. No TD 944 was available at the time of inspection.
CAVITY RESONATOR	R77597		X		X		Item assigned to 765.RS.7651.0, found at DGS0943. No TD 944 was available at the time of inspection.

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Fixed Base Station	R89605		X		X		Item assigned to 514.RS.5149.0, found at DGS0943. No TD 944 was available at the time of inspection.
Fixed Base Station	R89610		X		X		Item assigned to 514.RS.51478.0, found at DGS0943. No TD 944 was available at the time of inspection.
Fixed Base Station	R89614		X		X		Item assigned to DGS.00.00.0, found at DGS0943. No TD 944 was available at the time of inspection.
RECEIVER, FIXED	R89636		X		X		Item assigned to 514.RS.51478.0, found at DGS0943. No TD 944 was available at the time of inspection.
BASE STATION	R338967		X		X		Item assigned to DGS.D.0321.0, found at DGS0943. No TD 944 was available at the time of inspection.
BASE STATION	R338970		X		X		Item assigned to DGS.D.0321.0, found at DGS0943. No TD 944 was available at the time of inspection.
BASE STATION	R338997		X		X		Item assigned to DGS.D.0321.0, found at DGS0943. No TD 944 was available at the time of inspection.

## ATTACHMENT B

THERE WAS NO ICU PROPERTY TO  
INSPECT

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATION PROPERTY INSPECTION REPORT**  
**TELECOMMUNICATIONS SECTION (047)**  
**OCIO VAN NUYS RADIO REPAIR SHOP (0943)**

ATTACHMENT C

3333 VAN NUTS RADIO REPAIR SHOP (0943)											
ASSET #		DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R22113	Public Address Amplifier	UnknPer01	wasDGS0943		X					
2	R22141	Public Address Amplifier	UnknPer01	wasDGS0943		X					
3	R38857	Base Station - rack type	rtd.OatMtn		301CKE1006	X				X	Assigned to DGS093, found at Oat Mountain remote site Photo sent on 04/26/10, missing CHP decal
4	R82086	RADIO BASE STATION, UHF - rack type			RTF-455C - UHF	X					
...											
EQUIPMENT TO INVENTORY LIST											
1											
...											
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
1	R21987	RESONATOR CAVITY DB4041-H2			DB4041H2			X			Item assigned to 514.RS.5148.0, found at 0943
2	R22044	CAVITY RESONATOR MOD 4041 H2			63131			X			Item assigned to 514.RS.5178.0, found at 0943
5	R73052	CAVITY RESONATOR						X			Item assigned to 514.RS.5148.0, found at 0943
6	R77596	CAVITY RESONATOR			5489			X			Item assigned to 765.RS.7651.0, found at 0943
7	R77597	CAVITY RESONATOR			5547			X			Item assigned to 765.RS.7651.0, found at 0943
8	R89605	Fixed Base Station			231500044			X			Item assigned to 514.RS.5149.0, found at 0943
9	R89610	Fixed Base Station			231500049			X			Item assigned to 514.RS.51478.0, found at 0943
10	R89614	Fixed Base Station			231500053			X			Item assigned to DGS.00.00.0, found at 0943

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATION PROPERTY INSPECTION REPORT  
TELECOMMUNICATIONS SECTION (047)  
OCIO VAN NUYS RADIO REPAIR SHOP (0943)**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
11	R89636	RECEIVER, FIXED		23150001			X			Item assigned to 514.RS.51478.0, found at 0943
12	R338967	BASE STATION		2555129			X			Item assigned to DGS.D.0321.0, found at 0943
13	R338970	BASE STATION		2555135			X			Item assigned to DGS.D.0321.0, found at 0943
14	R338997	BASE STATION		2555137			X			Item assigned to DGS.D.0321.0, found at 0943
...										

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**From:** "Tello, David" <David.Tello@dgs.ca.gov>  
**To:** <RMendez@chp.ca.gov>  
**Date:** 4/26/2010 12:10 PM  
**Subject:** Missing base station  
**Attachments:** DSC01009.JPG; DSC01008.JPG

Hi Richard here are the pictures you requested I was no able to get the date because the camera that I have from the state is to old and it does not have the option of adding the date. I had to do it with an editing software.

MODEL NO.

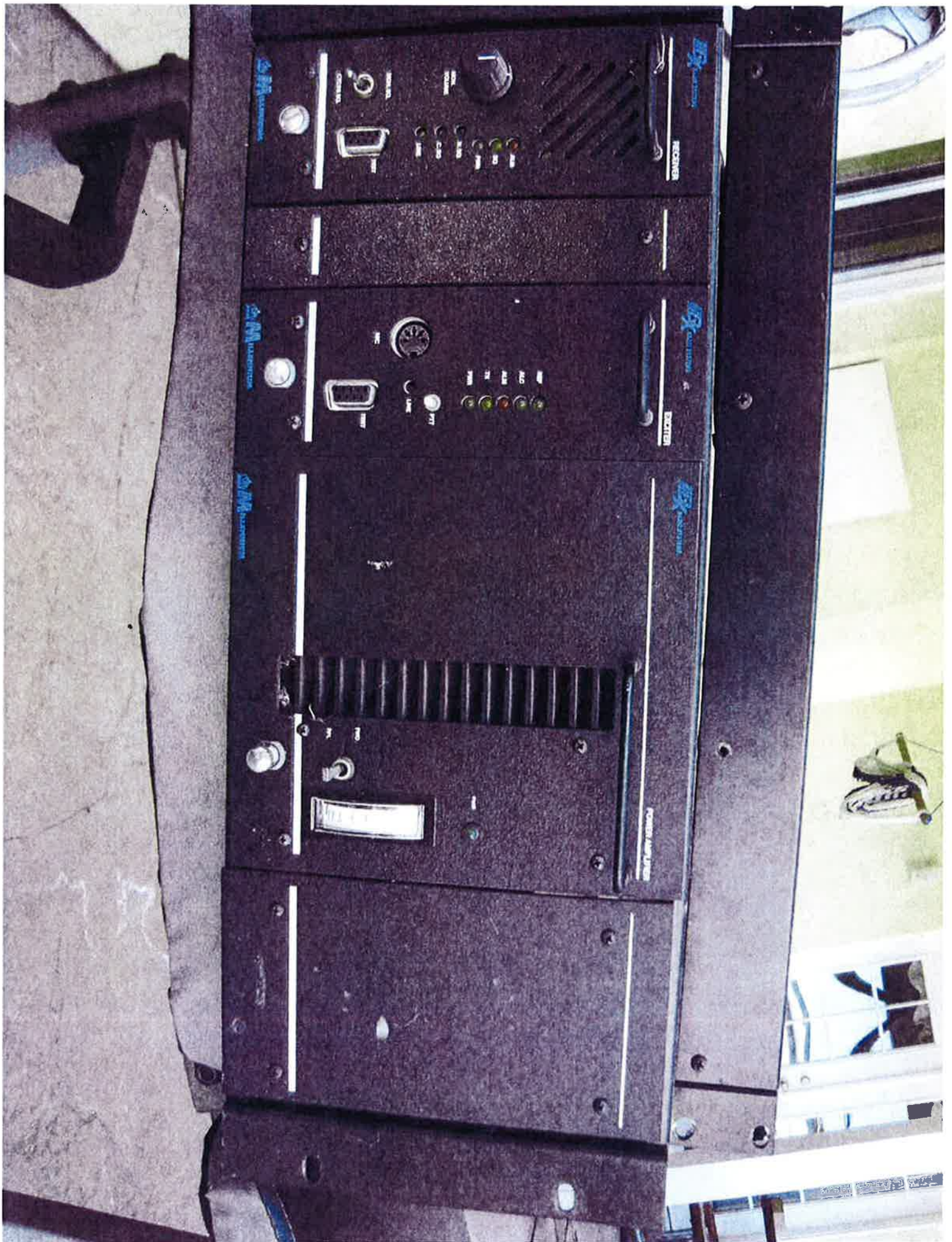
RTF-455C

SERIAL NO.

98-240

STEMS

FERNANDO RD. LOS ANGELES, CA 90065



Item Number

Look up by

Ⓢ Tag # Ⓢ Serial #

Look up

**Asset Information**

Asset # R21987

SN

Model # DB4041H2

Description RESONATOR CAVITY DB4041-H2

Vendor Name

Warranty End

Asset Key RESONATOR CAVITY DB4041-H2.DB4041H2.NONE

Location 514.RS.5148.0

Vehicle #

Assigned to Vehicle LC#

**Item Number**

<b>Look up by</b> <input checked="" type="radio"/> Tag # <input type="radio"/> Serial # <b>Look up</b>
--

**Asset Information****Asset #** R22044**SN** 63131**Model #** DB4041H-2**Description** CAVITY RESONATOR MOD 4041 H2**Vendor Name****Warranty End****Asset Key** CAVITY RESONATOR MOD 4041 H2.DB4041H-2.NONE**Location** 514.RS.51478.0**Vehicle #****Assigned to Vehicle LC#**

**Item Number**

**Look up by**

☒ **Tag #** ☐ **Serial #**

**Look up**

**Asset Information**

**Asset #** R73052

**SN**

**Model #** UNKNOWN

**Description** CAVITY RESONATOR

**Vendor Name** UNKNOWN

**Warranty End**

**Asset Key** CAVITY RESONATOR.UNKNOWN.NONE

**Location** 514.RS.5148.0

**Vehicle #**

**Assigned to Vehicle LC#**

**Item Number****Look up by**☒ Tag # ☐ Serial #

Look up

**Asset Information****Asset #** R77596**SN** 5489**Model #** DB4105-1A**Description** CAVITY RESONATOR**Vendor Name** UNKNOWN**Warranty End****Asset Key** CAVITY RESONATOR.DB4105-1A.NONE**Location** 765.RS.7651.0**Vehicle #****Assigned to Vehicle LC#**

**Item Number****Look up by**☒ Tag # ☐ Serial #**Look up****Asset Information****Asset #** R77597**SN** 5547**Model #** DB4105-1A**Description** CAVITY RESONATOR**Vendor Name** UNKNOWN**Warranty End****Asset Key** CAVITY RESONATOR.DB4105-1A.NONE**Location** 765.RS.7651.0**Vehicle #****Assigned to Vehicle LC#**

**Item Number****Look up by**☒ Tag # ☐ Serial #**Look up****Asset Information****Asset #** R89605**SN** 231500044**Model #** 71-1150-BB-CA-SPL**Description** Fixed Base Station**Vendor Name** COMTRONIX OF HEMET**Warranty End****Asset Key** Fixed Base Station.71-1150-BB-CA-SPL.NONE**Location** 514.RS.5149.0**Vehicle #****Assigned to Vehicle LC#**

**Item Number**

<b>Look up by</b>
<input checked="" type="radio"/> Tag # <input type="radio"/> Serial #
<b>Look up</b>

**Asset Information****Asset #** R89610**SN** 231500049**Model #** 71-1150-BB-CA-SPL**Description** Fixed Base Station**Vendor Name** COMTRONIX OF HEMET**Warranty End****Asset Key** Fixed Base Station.71-1150-BB-CA-SPL.NONE**Location** 514.RS.51478.0**Vehicle #****Assigned to Vehicle LC#** gold

**Item Number**

<b>Look up by</b> <input checked="" type="radio"/> Tag # <input type="radio"/> Serial # <b>Look up</b>
--

**Asset Information**

**Asset #** R89614

**SN** 231500053

**Model #** 71-1150-BB-CA-SPL

**Description** Fixed Base Station

**Vendor Name** COMTRONIX OF HEMET

**Warranty End**

**Asset Key** Fixed Base Station.71-1150-BB-CA-SPL.NONE

**Location** DGS.00.00.0

**Vehicle #** 075526

**Assigned to Vehicle LC#** Pink Freq

**Item Number**

<b>Look up by</b> <b>Ⓜ Tag # Ⓢ Serial #</b> <b>Look up</b>
--

**Asset Information**

**Asset #** R89636

**SN** 23150001

**Model #** 71-0150AUB-CA-SPL

**Description** RECEIVER, FIXED

**Vendor Name** COMTRONIX OF HEMET

**Warranty End**

**Asset Key** RECEIVER, FIXED.71-0150AUB-CA-SPL.NONE

**Location** 514.RS.51478.0

**Vehicle #**

**Assigned to Vehicle LC#**

**Item Number**

<b>Look up by</b>
<b>Tag #    Serial #</b>
<b>Look up</b>

**Asset Information**

**Asset #** R338967

**SN** 2555129

**Model #** VHF LOW BAND, 71-BS105

**Description** BASE STATION

**Vendor Name** COMTRONIX OF HEMET

**Warranty End** 05-DEC-2014

**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE

**Location** DGS.D.0321.0

**Vehicle #** PEND

**Assigned to Vehicle LC#** LUKENS

**Item Number**

Look up by
Tag #    Serial #
Look up

**Asset Information****Asset #** R338970**SN** 2555135**Model #** VHF LOW BAND, 71-BS105**Description** BASE STATION**Vendor Name** COMTRONIX OF HEMET**Warranty End** 05-DEC-2014**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE**Location** DGS.D.0321.0**Vehicle #****Assigned to Vehicle LC#**

**Item Number**

<b>Look up by</b>
<input checked="" type="radio"/> Tag # <input type="radio"/> Serial #
<b>Look up</b>

**Asset Information****Asset #** R338997**SN** 2555137**Model #** VHF LOW BAND, 71-BS105**Description** BASE STATION**Vendor Name** COMTRONIX OF HEMET**Warranty End** 05-DEC-2014**Asset Key** BASE STATION.VHF LOW BAND, 71-BS105.NONE**Location** DGS.D.0321.0**Vehicle #****Assigned to Vehicle LC#**